

# Doing Business with the Department of Juvenile Justice

Request for Proposal (RFP) 10629





# Housekeeping Rules

- Breaks
- Questions
- Mute Phones

# Workshop Introductions

- Introduction of DJJ Staff





# Topics

- RFP 10629 Overview
- How to search the Vendor Bid System (VBS)
- Request for Proposal Requirements
- Preparing Proposal
- Evaluation Criteria of Proposal
- Award Letter Notification
- On-Boarding Process
- MyFloridaMarketPlace
- Contract requirements

# DJJ Prevention and Victim Services

Office of Prevention and Victim Services,  
specifically, provides:

- Delinquency prevention services and programs designed to reduce juvenile crime
- Protect Public safety

Prevention and Victim Services contract with local Providers throughout the state to address specific problems and provide interventions for at-risk youth.

# RFP 10629 Overview

Innovative programs that will address prevention and intervention efforts such as:

- Mentoring
- Tutoring
- Academic assistance
- Life skills training
- Job internships
- Learning to live violence-free
- Family engagement
- Recreational programs for girls and boys
- Substance abuse intervention
- Educational enhancement
- Other services that will support prevention and diversion of youth from the juvenile justice system

# RFP 10629 Overview

cont.

- Allotted \$500,000.00 for solicitation. Contracts shall be awarded a maximum annual amount of \$125,000.00.
- Anticipate executing four contracts by July 24<sup>th</sup>, 2019.
- Anticipate beginning August 1<sup>st</sup>, 2019 to provide services to youth





# QUESTIONS







# **PROCUREMENT PROCESS FOR THE REQUEST FOR PROPOSAL (RFP)**

## **Bureau of Procurement and Contract Administration**



# Laws, Rules and Regulations

- Chapter 287, Florida Statutes: Procurement of Commodities or Contractual Services
- Rule 60 A – Florida Administrative Code
- Florida’s ‘Government in the Sunshine’ Laws
  - Section 286.011, Florida Statutes – Public Meetings/Open Conference Calls
- Chapter 119, F.S. – Public Record Laws



# Types of Competitive Solicitations

- Invitation to Bid (ITB) – is often used when commodities are being procured not services and the lowest price is the major concern.
- Request for Proposal (RFP) – is used when it is not practicable for the agency to specifically define the scope of work for which the commodities or contractual services are needed; however, cost must be a consideration.
- Invitation to Negotiate (ITN) - is used when the agency determines that negotiations may be necessary for the State to receive the best value.

# VBS – Search Advertisements

MyFlorida.com

Advertiser Login.

Navigation

- VBS Home
- VBS Search

[Search Advertisements](#)  
Lets Vendor Bid System (VBS) users search for VBS Advertisements.

[Search Advertisements - Division of Real Estate Development and Management](#)  
Find current design, consulting and construction related opportunities, as well as notices of decisions or intended decisions concerning contract awards.

[Electronic Notification](#)  
Sign up to receive courtesy Vendor Bid System e-mail notifications about bid advertisements that request any of your commodities. Use the Solicitations checkbox and your main contact e-mail address in your MyFloridaMarketPlace registration to manage your participation in this free service. **Because these are courtesy e-mails, and your firewall or other e-mail settings you may have in place could prevent delivery, we urge vendors to regularly check Sourcing and the Vendor Bid System for any advertisements of interest to you and your business.**

State agencies are using MyFloridaMarketPlace Sourcing eQuote for informal solicitations. Vendors can click [here](#) to learn more and be prepared to respond to the electronic quotes.

For questions on a specific bid advertisement, contact the agency advertisement owner. Advertisements include the contact information for the agency advertisement. The agency advertisement owner is the point of contact for vendors with specific questions.

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[Privacy Statement](#)

# Pick the Agency

4. **Single Source purchases including agencies intended purchases from vendors who may be the only source capable of meeting specified requirements.**
5. **Grant Opportunities including notices of availability of grants. Grant objectives and application processes will be detailed in the advertisement or other documents.**

Advertisement Type:

Type:

Agency:



Number:

Title:

Commodity Code:

UNSPSC

Commodity

Enter code or keyword

Search

Find a commodity code

Advertisements generate an e-mail notice to vendors based on the vendor's selected commodity code(s).

Minority Business Enterprise Reserved

Include Closed Bids in Search Results by:

Fiscal Year:

or

Closed  and

Between:



Advertisement Search

Clear

# Pick the Matching Advertisement

Title	Number	Version	Ad Type	Begin	End
DJJ Juvenile Justice Community Integrated Services (JJCIS)	<a href="#">10591</a>	008	Competitive Solicitation	06/11/2018	03/18/2019
Invest in Children - North Region	<a href="#">10629</a>	Original	Competitive Solicitation	01/16/2019	06/14/2019



# Solicitation Advertisement

## (sample)

### Department of Juvenile Justice

#### Invitation to Negotiate

#### A 39-bed residential program for high risk boys ages 13 to 18 in need of SAOS and MHOS - NW Region

Advertisement Number: DJJ ITN 10358

Version Number: 006

Advertisement Begin Date/Time: 09/23/2016 - 02:04 P.M.

Advertisement End Date/Time: 04/01/2017 - 02:04 P.M.

Mod: 01-18-2017 02:48:59

Last Edit: Wednesday, January 18, 2017 at 02:52:29 P.M.

#### Commodity:

93141507

Social work administration services

11/18/17 - Informational Notice #1

10/27/2016 - Addendum #1 - Attached

NOTE: Per the Calendar of Events, the Site Visit will take place on Friday, September 30, 2016 at 2:00PM EDT/1:00PM CDT.

The Department is seeking a thirty-nine (39) bed Residential Program for high risk boys ages thirteen (13) to eighteen (18) years old, to include innovations in delinquency programming and treatment services. Basic Care and Custody of a residential program shall be provided in accordance with Florida Statutes, Florida Administrative Rules and Department policy meeting the minimum requirements as described in Attachment A-1. The proposed services shall also include funding for twenty-four (24) filled slots for males in need of Mental Health Overlay Services (MHOS) and fifteen (15) filled slots for males in need of Substance Abuse Treatment Overlay Services (SAOS) as described in the Attachment A-2 and Attachment A-3, respectively. The program shall be located in a Department-owned building located at 286 Gene Hurley Road, DeFuniak Springs, Florida 32433 in DJJ's North West Region.

# Single Point of Contact

Please direct all questions to:

Viccie Borders

Phone: (850) 717-2604

FAX: (850) 414-2625

2737 Centerview Drive  
Knight Building, Ste. 1116  
Tallahassee FL, 32399-3100

Email: [Viccie.Borders@djj.state.fl.us](mailto:Viccie.Borders@djj.state.fl.us)



Any person with a disability requiring special accommodations at the pre-solicitation conference and/or bid/proposal opening shall contact purchasing at the phone number above at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

The Department reserves the right to reject any and all bids or accept minor irregularities in the best interest of the State of Florida.

Certified Business Enterprises are encouraged to participate in the solicitation process.

Downloadable Files for Advertisement

Version	Description	Type	Required
Original	<a href="#">RFP 10629 Solicitation Document (Open/Save/View)</a>	Complete Document	<input checked="" type="checkbox"/>
Original	<a href="#">RFP 10629 Attachment I Tie Breaking Certifications (Open/Save/View)</a>	Complete Document	<input checked="" type="checkbox"/>
Original	<a href="#">RFP 10629 Attachment M Notice of Intent to Attend Solicitation Conference (Open/Save/View)</a>	Complete Document	<input checked="" type="checkbox"/>
Original	<a href="#">RFP 10629 Attachment N Notice of Intent to Submit a Proposal (Open/Save/View)</a>	Complete Document	<input checked="" type="checkbox"/>
Original	<a href="#">RFP 10629 Attachment R Proposal Verification Form (Open/Save/View)</a>	Complete Document	<input checked="" type="checkbox"/>

indicates a required (not withdrawn) file





# RFP Requirements

## Attachment B

- Instructions for preparing and submitting proposals.
- General Information includes the Calendar of Events, which provides Time, Date and Place Proposals are due, and all other important actions with relevant dates and times.
- Mandatory Requirements: Must be met by the Respondent to be considered responsive to the RFP.

# Calendar of Events

Friday, March 1, 2019	C.O.B.	Anticipated date that answers to written questions will be posted on the web site	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a>
Tuesday, March 5, 2019	1:00 PM EST	Technical Assistance Conference Call	Bureau of Procurement and Contract Administration Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 175289858#
Friday, March 15, 2019	2:00 PM EDT	Proposals due and opened	Attention: Nicole A. Borders Department of Juvenile Justice Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1116 Tallahassee, FL 32399-3100



# QUESTIONS





# Preparing a Proposal

- Provide a professional looking proposal
- Requirements for Volumes and Tabs
- Attachment O, Cross Reference Table
- Technical Proposal
- Attachment H, Budget
- Attachment J, Price Sheet

# Procurement Tips

- Review the solicitation document and highlight the mandatory requirements of the solicitation and make sure you meet all such requirements.
- Use the question and answer process to seek clarifications.
- Fully disclose all information that the RFP requires.



# Attachment 0 – Cross Reference Table

## (sample)

ATTACHMENT O					
THE COMPLETION OF THIS CROSS REFERENCE TABLE IS A MANDATORY REQUIREMENT					
RFP/PROPOSAL CROSS REFERENCE TABLE					
RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)				LOCATION IN PROPOSAL (TO BE COMPLETED BY RESPONDENT)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)		PAGE NUMBERS	SECTIONS/PARTS
	GENERAL PROPOSAL RESPONSE REQUIREMENTS				
PLEASE NOTE: General Proposal Response Requirements that are checked as Mandatory Criteria must be provided by the Respondent to be considered responsive to this RFP. Failure to provide the required mandatory documentation will result in a proposal not being evaluated and rejected as non-responsive.					
Section V. G and Section XIX B.	Cross Reference Table	X		1 - A - 1 - F	Volume 1, Tab 1
Section V. B. and Section XIX A.	Transmittal Letter containing all the information required by Section XIX. A.	X		1	Volume 1, Tab 1
Section XIX A.1	Office Name, Address, Telephone Number, Name and Title of Official with authority to bind the Contract.	X		1	Volume 1, Tab 1
Section XIX A.1	FEID Number	X		1	Volume 1, Tab 1
Section XIX A.1	DUNS Number – if applicable	X		1	Volume 1, Tab 1
Section XIX A.2	Name, Title, Address, Telephone Number of Contract Manager	X		1	Volume 1, Tab 1
Section XIX A.3	D/B/A Doing Business As with Reason for D/B/A. (if applicable)	X		1	Volume 1, Tab 1
Section XIX A.4	Statement Provider agrees to all terms and conditions contained in the Request for Proposal for which this proposal is submitted.	X		1	Volume 1, Tab 1
Section XIX A.5	Statement Provider meets all Terms and Conditions of Attachment A, including not presently debarred, suspended, or proposed for debarment.	X		1	Volume 1, Tab 1
Section XIX A.6	Statement Provider certifies that neither the prospective Provider nor anyone acting on its behalf has contacted anyone, between the release of the solicitation and due date of this solicitation, any employee or Manager of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement Manager or as provided in the solicitation documents.”	X		1	Volume 1, Tab 1

# Mandatories

- Proposals due and opened
- Transmittal letter
- Certification of Experience, Attachment C
- Client Contact List, Attachment E
- Budget, Attachment H
- Price Sheet, Attachment J
- Cross Reference Table, Attachment O
- Service Components, Attachment I-A





# QUESTIONS





# Evaluation Criteria – Attachment D

Proposal Section	Section Title	Maximum Possible Points per Section
<b>A.</b>	<b><u>Technical Proposal – Volume 1</u></b>	
	1. Introductory Statement	0
	2. Management Capability	100
	3. Statement of Need	50
	4. Services to be Sought	200
	5. Staffing & Personnel	150
	6. Implementation Plan	50
<b>B.</b>	<b><u>Financial Proposal – Volume 2</u></b>	
	1. Price Sheet (Attachment J)	200
	2. Budget (Attachment H)	0
<b>Total Maximum Overall Points</b>		<b>750</b>

BE SURE YOU HAVE REVIEWED ATTACHMENT P – SCORING CRITERIA

# Evaluation Score Descriptions

Use the following rating scores to rate the evaluation question in Attachment P:		AWARD CRITERIA
RATING	SCORE	EVALUATION DESCRIPTION
Excellent	5	The proposal exceeds all technical specifications and requirements for the service component specified. The approach is innovative, comprehensive, and complete in every detail.
Very Good	4	The proposal meets all technical specifications and requirements for the component specified. The approach is comprehensive and complete in every detail. The proposal approach contains some innovative details for some of the components specified.
Adequate	3	The proposal meets all technical specifications and requirements for the component specified.
Poor	2	The proposal does not meet all technical specifications and requirements for the component specified, or it demonstrates minimum understanding of the requirements for the component specified.
Unsatisfactory	1	The proposal fails to demonstrate the Respondent's understanding of the requirements for the component specified or the ability to provide the service.
Not Addressed	0	The Respondent's proposal does not address the service component(s) specified, or the evaluator is not able to locate the information in the Respondent's proposal.

**BE SURE YOU HAVE REVIEWED ATTACHMENT P – SCORING CRITERIA**

# Evaluation Criteria – Attachment D

cont.

- B. → Financial Proposal – Evaluation Criteria
1. → It is **MANDATORY** that the Respondent shall provide a price for the services by returning a completed and signed copy of the Department's **Attachment J – Price Sheet**. The price must include all services, material and labor necessary to complete the Services to be Sought in Attachment I as described in this RFP and the Respondent's proposal. The price sheet will be scored. Any proposal without a completed and signed Attachment J or with a proposed Maximum Contract Dollar Amount exceeding the Maximum Contract Dollar Amount shall be rejected.
  2. → The score for price will be based upon the lowest "Unit Price" submitted on Attachment J by all Respondents. The total available points for price is 200 points. Therefore, the Respondent who submits the lowest "Unit Price" shall receive 200 points. All others price proposals will receive points according to the following formula:  
$$\frac{(N)}{X} \times 200 = Z$$

Where: N = lowest verified Unit Price of all proposals submitted.  
→ X = Respondent's proposed unit price  
→ Z = points awarded
  3. → Price sheets will be examined to determine if all calculations are accurate. Any Price sheet that is incomplete or in which there are significant inconsistencies or inaccuracies may be rejected by the Department. No deviations, qualifications or counter offers will be accepted. The Department reserves the right to reject any or all proposals.
  4. → All price table calculations will be verified for accuracy. In the event that a mathematical error is identified, Unit Prices submitted by the Respondent will prevail.
  5. → It is **MANDATORY** that the Respondent submits a completed and signed Attachment H. However, no points will be awarded for the Attachment H. The Financial Proposal will be evaluated to determine whether the costs listed in the Attachment H are allowable pursuant to state and federal expenditure laws, rules and regulations and authorized by the agreement between the State and Provider. To be reasonable, a cost must be evaluated to determine that the amount does not exceed what a prudent person would incur given specific circumstances. To be necessary, cost must be essential to the successful completion of the program.
- C. → Application of Points  
To determine the highest scoring Respondent, the Procurement Manager will add the Respondent's Technical Proposal Points (max of 550 points) and the Respondent's Price Points (max of 200 points) together for cumulative total. The Respondent with the highest Grand Total will be ranked first, the Respondent with the second highest Grand Total will be ranked second, etc.

# Attachment J – Price Sheet

## ATTACHMENT J - PRICE SHEET (MANDATORY)

SERVICE TYPE	TOTAL NUMBER OF YOUTH SERVED PER DAY	UNIT PRICE TBD BASED ON ANNUAL MAXIMUM PROPOSED CONTRACT DOLLAR AMOUNT	SERVICE DAYS	ANNUAL MAXIMUM PROPOSED CONTRACT DOLLAR AMOUNT
Invest in Children Program	(1)	(4) Rate/Price: \$ _____	(2)	(3) \$ _____
<p><b>NOTE: IT IS MANDATORY THAT # (3) THE TOTAL ANNUAL MAXIMUM PROPOSED CONTRACT DOLLAR AMOUNT DOES NOT EXCEED THE TOTAL AVAILABLE ANNUAL MAXIMUM CONTRACT DOLLAR AMOUNT (\$125,000.00) STATED IN THE RFP. IF IT IS EXCEEDED, THE RESPONDENT'S PROPOSAL WILL NOT BE EVALUATED.</b></p>				

### INSTRUCTIONS:

In cell # (1) above, the Respondent shall insert the "Total Number of Youth Served Per Day".

In cell # (2), the Respondent shall insert the number of "Service Days" (total number of days annually that youth will be served).

In cell # (3), the Respondent shall insert the "Annual Maximum Proposed Contract Dollar Amount".

In cell # (4), the Respondent shall insert the "Unit Price".

Note: THE TOTAL ANNUAL MAXIMUM PROPOSED AMOUNT (3) WILL BE MULTIPLIED BY THE NUMBER OF YEARS IN THE INITIAL TERM OF THE CONTRACT (AS APPLICABLE). TERMS OF LESS THAN ONE YEAR SHALL BE PRO-RATED. ANY RENEWAL OPTIONS EXERCISED IS AT THE DEPARTMENT'S DISCRETION AND SHALL BE ON THE SAME TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT.

By submission of and signature on this form, the prospective Provider agrees to all terms and conditions of this RFP and commits the prospective Provider to the prices stated.

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Other Helpful Hints

- Delivery of Proposals



- Proposals

- Make it your own



- Public Records Request

- Past winning proposals
- Learn your strengths and weaknesses





# Contact Information

## Bureau of Procurement and Contract Administration

Viccie Borders, Procurement Manager

Phone: (850) 717-2604

Email: [Viccie.Borders@djj.state.fl.us](mailto:Viccie.Borders@djj.state.fl.us)

# UPCOMING DATES TO REMEMBER

DATE	ACTION
February 8, 2019 – COB	Deadline for written questions to be accepted by the Department
February 8, 2019 – COB	Deadline for submission of “Attachment N” Intent to Submit a Proposal
March 1, 2019	Anticipated date for answers to written questions to be posted on VBS
March 5, 2019 @ 1 PM EST	Technical Assistance Conference Call
<b>March 15, 2019 @ 2 PM EST</b>	<b>Deadline for Proposal; Proposal are opened</b>

**\*\*See Calendar of Events for further actions/information – any changes will be posted to VBS\*\***



# QUESTIONS





# You have been awarded....Now what?

- Award Letter and email
- Compile the “Services to be Provided”
- Budget



# Award Letter

## (sample)



### FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Rick Scott, Governor

Christina K. Daly, Secretary

(Date)

(Provider Director)

(Program Name)

(Address)

(City and State)

Re: Request for Proposals (RFP) 10466 –Award Letter

Dear (Provider Director),

Congratulations! The Florida Department of Juvenile Justice (FLDJ) would like to thank you for responding to the Request for Proposals (RFP)10466. Your organization has been selected to provide afterschool/summer program opportunities that engage at-risk and delinquent youth as outlined in your proposal.

Your organization will be awarded \$(Award Amount). The anticipated service start date is August 1, 2017. Please note service delivery cannot begin until a contract has been executed between your agency and the FLDJ. The FLDJ will not reimburse for services provided prior to contract execution.

We look forward to assisting you in your efforts to reduce juvenile delinquency and implement local comprehensive prevention strategies. If you have any questions or need additional information, please feel free to contact our office.

Sincerely,

Alice B. Sims  
Assistant Secretary  
Office of Prevention & Victims Services

cc: Yvonne Woodard, Federal Juvenile Justice Specialist, Office of Prevention and Victim Services  
Brent Musgrove, Procurement Manager, Office of Prevention and Victim Services  
Marie Boswell, Delinquency Prevention Specialist, Office of Prevention and Victim Services

2737 Centerview Drive • Tallahassee, Florida 32399-3100 • (850) 488-1850  
<http://www.djj.state.fl.us>

*The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.*

# Scope of Work

- Program name and organization name
- Service Tasks
  - Frequency
- Administrative Address
- Provider Contract Manager

ATTACHMENT I SERVICES TO BE PROVIDED	
<b>GENERAL DESCRIPTION</b>	
<u>General Description of Services</u>	
The Provider shall operate a prevention program known as xxxxxxxxxxxxxxxxxx. The Provider shall ensure xxxxxxxxxxxxxx meets the targeted needs of xxxxxxxx County youth by providing effective diversion and intervention programs as well as activities to prevent juvenile delinquency. The Provider shall provide services to youth who are identified as at-risk of becoming involved in the juvenile justice system and are between the ages of five (5) to seventeen (17).	
<u>General Services to be Provided</u>	
The Provider and approved subcontractors (if applicable) shall deliver services that include, but are not limited to:	
1.	DJJ Prevention Assessment Tool (PAT)
2.	Screening/Evaluation
3.	xxxxxxxx
4.	xxxxxxxx
5.	xxxxxxxx
<u>Authority for Specific Contracted Program Services</u>	
Authority for specific contracted program services is found in chapter 985, Florida Statutes and gives the Department of Juvenile Justice the authority to develop and implement effective programs to: prevent delinquency; to divert children from the traditional juvenile justice system, to intervene at an early stage of delinquency and to provide critically needed alternatives to institutionalization and deep-end commitment; provide well trained personnel, high-quality services, and cost effective programs within the juvenile justice system.	
<u>Service Limits</u>	
The Provider shall not provide services to youth who fail to meet the eligibility criteria contained in this Contract. The Provider shall not be paid for services rendered outside the terms of this Contract.	
<u>Major Goal(s) of the Program/Service</u>	
The goal of these prevention services is to divert youth that pose no real threat to public safety away from the juvenile justice system through programming that will support a safe environment and provide youth and their families' positive alternatives for delinquent behavior.	
<u>Definitions</u>	
<u>Subcontractor:</u> An agreement entered into by the Provider with any other person or organization that agrees to perform any performance obligations for the Provider specifically related to securing or fulfilling the Provider's obligations to the Department under the terms of this Contract.	

# Budget

- Complete Applicable Tabs
- Ensure Costs are Allowable, Reasonable and Necessary as stated in 216.3475, F.S.
- Verify Budget Totals
- Signature

ATTACHMENT H-6 BUDGET SUMMARY BUDGET - ANNUAL				
1	2	3	4	5
Budget Categories	Program	Matching Funds <sup>1</sup>	Percent of Total for Match	Total
Attachment H-1: Consultants Cost				
Attachment H-2: Operating Capital Outlay				
Attachment H-3: Personnel Detail				
Attachment H-4: Expenditures (includes Attachment H-4.1, H-4.2, & H-4.3)				
Attachment H-5: Services Expenditures				
TOTALS				

NOTE: 1 = Attach a narrative explaining source of matching funds or additional contributions.

Respondent shall print information below and also submit a signed copy of this one page

COMPANY: \_\_\_\_\_

DESIGNATED REPRESENTATIVE NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER (include ac): \_\_\_\_\_

Number of beds \_\_\_\_\_

Daily Per Diem Cost \_\_\_\_\_

Unfilled Bed Rate Daily Costs \_\_\_\_\_

MHOS/SAOS Daily Cost  
(cannot exceed \$35.00/ day per service) \_\_\_\_\_

"Other Services" (if applicable, describe services e.g. BDD services) and the daily per diem cost \_\_\_\_\_

Vocational rate (if applicable). Note: days cannot exceed 250/year \_\_\_\_\_

# Budget

cont.

ATTACHMENT H-3  
PERSONNEL DETAIL  
Budget - Annual

- Staff Titles Consistency
- Full-Time or Part-Time
- Totals

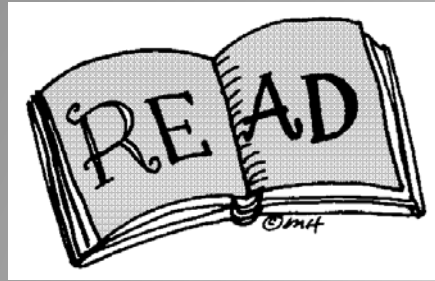
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Line Item #	Percent (%) of time this position is allocated to the proposed program.	Position Title (and Name of Individual if Known) Examples of staff shown	Number of FTEs	Full Time (30 or more hours per week) or Part Time (Indicate number of hours)	Monthly Salary	Monthly Fringe Benefits						Total Fringe Benefits	Matching Funds	Annual Salary and Benefits
						Retirement	FICA	Health Insurance	Life Insurance	Other*				
1		Facility Administrator											0	
2		Assistant Facility Administrator											0	
3		Business/ HR Manager											0	
4		Case Manager											0	
5		Direct-Care Supervisors											0	
6		Direct-Care Staff											0	
7		Registered Nurse											0	
8		Food Support											0	
9		Building Manager											0	
10													0	
TOTALS												TOTALS	0	

NOTE: Corporate staff who provide direct oversight of the program need to have their percentage of salaries and benefits included on this page, e.g. Corporate Director of Operations, 5%, etc. For administrative staff who perform some functions, they can all be rolled into one line item but a description of their duties and responsibilities must be outlined on a separate page (e.g. payroll, personnel, etc.) \*Other - must be defined, e.g. FICA, Overtime, etc.



# **After you are awarded a contract what comes next?**

**Presented by  
Florida Department of Juvenile Justice  
Bureau of Contract Management**



# First Steps

- READ YOUR CONTRACT IN ITS ENTIRETY!!
- The DJJ contract manager will reach out and schedule an On-Boarding to review contract requirements.
- The contract manager is the primary liaison between the provider and the Department.
- If you have any questions about the terms and conditions of your contract be sure to ask your contract manager.

# What Actions Follow?

- Submit a list of employees to the contract manager
  - Background Screening/Clearinghouse
  - Licenses/Certifications, Qualifications
- Assign a Staff Verification Coordinator
- Provide proof of E-verify registration
- Submit a training plan for DJJ approval
- Ensure staff are trained for all courses outlined in the contract – MI, PAT, PMM





# What Actions Follow?

- Provide an organization chart and Board of Directors, if applicable
- Provide a copy of the certificate of insurance and any other insurance required by the contract
- Submit a Continuity of Operations Plan (COOP) for approval
- Provide copies of any subcontracts



# Know Your Agreement Details

- Key sections of the contract include:
  - Payment Method
    - What documents need to be submitted to receive payment?
    - How timely and often should invoices be submitted?
  - Service Tasks
    - Ensure you maintain complete and thorough documentation of all services provided to the youth.
  - Deliverables
    - Invoices must mirror the deliverables language and include described supporting documentation
  - Reports
    - A list of reports and due dates is outlined in contract
  - Performance Measures
    - Measures are reported on in PMM



# Know If You Are Registered Properly

Are you ready to do business with State agencies in Florida?

*Instructions for registration to receive payment from the State of Florida are located at:*

My Florida Market Place (MFMP) at the Florida Vendor Information Portal website:

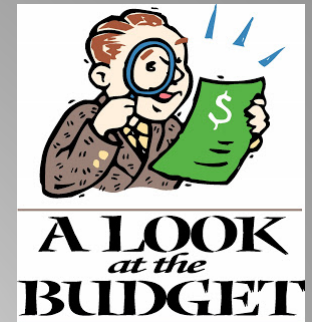
<https://vendor.myfloridamarketplace.com/vms-web/spring/login?execution=e1s1>

My Florida CFO (Department of Financial Services (DFS))

<http://www.myfloridacfo.com/Division/AA/Vendors/default.htm>



# Expenditures



Contract expenditures should be:

- In compliance with applicable laws, rules and regulations
- Authorized by the agreement
- Directly related to the project
- Properly accounted for (separate bank account or project cost records)
- Properly documented
- Audit and match requirements are being met, if applicable
- Within the limits set by the agreement

# Example of a Deliverable

## **DELIVERABLES**

The Provider shall submit an invoice with sufficient documentation to fully justify payment for services delivered. Failure by the Provider to promptly report and document deliverables as required may result in a reduction in the respective invoice.

In months where the Provider did not complete services, an invoice is not required.

### A. Service Unit / Deliverables

The Department will pay the Provider for one or more service units delivered in accordance with Section III., A., Service Tasks to be Performed. The quantity and frequency of the service tasks may vary as outlined in Section III., A.



# Invoice Documentation

- Cost Reimbursement Contract
  - Costs are only reimbursed if they are allowable, reasonable, necessary, and allocable.
  - Provide documentation that the costs that are directly related to the services in the Contract were paid. (Costs can only be reimbursed if payment has been made.)
  - Remember that at any time DJJ or DFS can ask for additional documentation to evidence that services were provided and payment(s) made.



# Invoice

## (Supporting Documentation)



- Payment shall be supported by:
  - Invoices for cost reimbursement Contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.) Supporting documentation must be provided for each amount for which reimbursement is being claimed indicating that the item has been paid, to include copies of cashed checks or bank statements showing payment. An example of the type of documentation representing the minimum requirements for the Salaries Category is a payroll register showing gross salary charges, fringe benefits, other deductions and net pay. If a staff member for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable. Each piece of documentation should clearly reflect the dates of service. Only allowable expenditures from categories in the Line Item Cost Reimbursement Budget shall be reimbursed.

# Sample Invoice



FLORIDA DEPARTMENT OF JUVENILE JUSTICE  
Reimbursement Request Form

RR1

**Provider (Payee) Name:** \_\_\_\_\_ **Contract Number:** \_\_\_\_\_  
**Remittance Address:** \_\_\_\_\_ **Invoice Number:** \_\_\_\_\_  
**Program Name:** \_\_\_\_\_ **Invoice Date:** \_\_\_\_\_  
**Service Address:** \_\_\_\_\_ **Sub Grant Number:** \_\_\_\_\_  
**FEID Number:** \_\_\_\_\_ **Project Number:** \_\_\_\_\_  
**Service Period From:** \_\_\_\_\_ **Service Period To:** \_\_\_\_\_

Budget Categories	Approved Budget	Expense This Period	Expense to Date	Balance of Approved Budget
Personnel Salaries/Benefits-(RR2 & RR3 Required)				\$ -
Contracted Staff/Services/Consultants-(RR4 Required)				\$ -
Equipment (\$500 or more)- (RR5 & RR6 Required)				\$ -
Property (\$25 - \$499)-(RR5 Required)				\$ -
Consumable Materials/Supplies-(RR5 Required)				\$ -
Educational Field Trips -(RR7 & Prior Authorization Required)				\$ -
Postage - (RR5 Required)				\$ -
Rent / Telephone / Utilities -(RR5 Required)				\$ -
Training/Seminars -(RR8 Required)				\$ -
Staff Travel -(State Travel Voucher & Mileage Log Required)				\$ -
Printing/Copying -(RR5 Required)				\$ -
Background Screening -(RR5 Required)				\$ -
Other -(RR5 Required)				\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Match Category	Required Match Amount	Settlement This Period	Settlement to Date	Balance to be Settled
MATCH (RR10 Required)				\$ -

I certify that the expenditures listed on this invoice have been paid by the Provider or Authorized Representative in accordance with the terms and conditions set forth in the Contract. I certify that the required services have been performed as prescribed in the proposal for this program and state funds have been used properly and solely in relation to this program. I further certify that documentation and proof of payment supporting the expenditures, in the manner prescribed by the Department of Juvenile Justice, is currently on file at the office of the Provider and is attached to the applicable reimbursement forms. Any misrepresentation may cause Contract funding to be delayed or to cease.

Signature of Provider or Agency Official \_\_\_\_\_ Print Name & Title \_\_\_\_\_ Telephone & Ext \_\_\_\_\_ Date \_\_\_\_\_



# Census Report

## YOUTH CENSUS REPORT

PROGRAM NAME: \_\_\_\_\_ GRANT NO.: \_\_\_\_\_ FOR THE MONTH OF: \_\_\_\_\_

CLIENT NAME	CLIENT ID NUMBER	DAYS OF THE MONTH																														CLIENT DAYS	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		31
		<b>TOTAL CLIENT SERVICE DAYS</b>																															

PLACE AN "X" FOR EACH DAY THE YOUTH IS IN THE PROGRAM AND/OR RECEIVING SERVICES.  
 NO. OF DAYS = OTHER (O) \_\_\_\_\_  
 NO. OF DAYS = HOUSING (H) \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE OF PROVIDER AGENCY OFFICIAL                      Title                      Date

Total Client Service Days on Census should agree with amount/days billed on Invoice.

# The Prompt Pay Law

- Florida Statute 215.422 outlines time frames the State has to pay a provider's invoice.
- Upon receipt of a ***correct and proper*** invoice, DJJ has 20 days to audit and process that invoice to DFS for payment.
- The State, both DJJ and DFS, has a total of 40 days to remit payment to the provider.
- NOTE: Clock starts upon the receipt of a ***correct and proper*** invoice.

# Monitoring

- Contracts are assessed annually to determine frequency of monitoring.
- There are 2 types of monitoring:
  - Programmatic
  - Administrative
- Monitoring may be conducted on site or via a desk review.
- For recipient/sub-recipient agreements the provider will be asked to supply financial information to support expenditures made with funding provided by DJJ.
- Best practice is to not comingle DJJ funds with other revenues.



# Helpful Links

- Vendor Bid System

[http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu)

- Reference Guide for State Expenditures

[http://www.myfloridacfo.com/Division/AA/Manuals/Auditing/Reference\\_Guide\\_For\\_State\\_Expenditures.pdf](http://www.myfloridacfo.com/Division/AA/Manuals/Auditing/Reference_Guide_For_State_Expenditures.pdf)

- Best Practices in Contract and Grant Management

<http://www.myfloridacfo.com/Division/AA/Training/AAProviderParticipant090613.pdf>



# Questions?

